



February 2004

## Important Health Benefits News for Benefits Administrators

## Upcoming Events

### MAR

**March 4** ♦ Tentative date for completion of Health Benefits video

**March 22** ♦ Anthem Provider Directory available for orders

**March 31** ♦ Spotlight and other Open Enrollment materials printed and distributed to BAs

**March 31** ♦ Last day to file claims for 2003 Flexible Reimbursement Accounts

### APR

**April 1** ♦ Health and Flexible Benefits video mailed to Benefits Administrators

**April 1** ♦ Administrator Web sites and toll-free telephone numbers operating for dental, prescription drug and behavioral health benefits

**April 9** ♦ Notification packages mailed to Retiree Group Not Eligible for Medicare and to Extended Coverage participants

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# B.A. Bulletin

## Open Enrollment Includes Health and Flexible Benefits

Open Enrollment is scheduled for Wednesday, April 14 through Friday, May 14, 2004. Employees will make elections for both their health benefits and Flexible Reimbursement Accounts (FRAs) during this period.

While benefits will remain the same, some administrative changes will occur to the health benefits program beginning July 1. As indicated in the last issue, there will be separate contract administrators within the COVA Care plan. The FRA plan year and the health plan benefits year will be on the fiscal year rather than the calendar year. You will receive additional information prior to Open Enrollment.

To enroll or make changes for health benefits or FRAs, employees may visit [EmployeeDirect](#) or use an Active Enrollment Form. For FRA elections, employees may use an FRA Election Form instead of an Enrollment Form if desired. We are preparing a video on health and flexible benefits that will be distributed to Benefits Administrators by April 1. A Power Point presentation will also be available for use at agency Open Enrollment meetings.

## Benefit Toll-Free Numbers and Web Sites Update

Delta Dental, Medco Health and ValueOptions will have toll-free telephone numbers and Commonwealth-specific Web sites operating by April 1. If you would like representatives to participate in benefits fairs at your agency, send an e-mail to us at [hbp@dhrm.state.va.us](mailto:hbp@dhrm.state.va.us) and we will contact the appropriate individuals.

## Flexible Reimbursement Account Reminders for Open Enrollment

A full 12-month plan year takes effect July 1 for Flexible Reimbursement Accounts, following the current short plan year that runs through June 30, 2004. Remember that:

- The minimum employees can set aside on a pre-tax basis will be \$10 per pay period for both Medical Reimbursement (MRA) and Dependent Care Reimbursement (DCRA) accounts.
- For MRAs, employees can deduct up to \$5,000 starting July 1 from their paychecks for the plan year.
- For DCRAs, the deducted amount depends on tax filing status. See the [Flexible Benefits Program](#) link on the DHRM Web site.
- FRA elections must be in whole dollar amounts.

## CommonHealth Diabetes Education Campaign Starts in March

An estimated 16 million Americans have diabetes, and it is the seventh leading cause of death in the United States. In an effort to educate state employees and their families about prevention and management of diabetes, the CommonHealth Wellness program will kick off its new diabetes education program in late March.

State agencies offering CommonHealth will be providing information or holding sessions on risk assessment and diabetes management. More information will be available soon on the [CommonHealth](#) Web site.

